

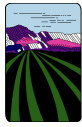
Establishment Information	
Application date:	Owner/Franchisee (First and Last Name):
Business name (DBA):	Legal business name (As registered with the Secretary of State):
Physical address: (Street address, City, State, Zip and County)	Mailing address: (Street address or P.O. Box, City, State, Zip)
Establishment phone:	Owner/Franchisee phone:
Establishment email:	Owner/Franchisee email:

Primary Contact During Plan Review	
Name:	Title:
Company:	Email:
Proposed construction start date:	Phone:
Projected completion date:	Date on submitted floor plan:

Type of Project	Water Supply and Sewage Disposal
<input type="checkbox"/> New Construction <input type="checkbox"/> Conversion of an existing structure <input type="checkbox"/> Remodeling of an ODA licensed facility, include an explanation of how Food Code requirements will be met during all remodeling activity.	<input type="checkbox"/> City/Municipal Water <input type="checkbox"/> Private/Well <input type="checkbox"/> City Sewer <input type="checkbox"/> Private/Septic <input type="checkbox"/> Other _____

Type of Operation – check all that apply		
<input type="checkbox"/> Commercially Prepackaged Foods <input type="checkbox"/> Food Processing <input type="checkbox"/> Food Service <input type="checkbox"/> Food Packaging Onsite	<input type="checkbox"/> Raw Meat <input type="checkbox"/> Seafood <input type="checkbox"/> Bakery <input type="checkbox"/> Produce <input type="checkbox"/> Cannabis	<input type="checkbox"/> Customer Seating # of Seats _____ <input type="checkbox"/> Wholesale Sales <input type="checkbox"/> Other _____ <small>(examples: salad bar, cheese island, wine bar, sushi, coffee/tea/espresso bars, etc.)</small>

Activities Occurring: Food Preparation/ Food Service/ Food Processing – check all that apply		
<input type="checkbox"/> Cold Holding <input type="checkbox"/> Hot Holding <input type="checkbox"/> Cooking <input type="checkbox"/> Reheating <input type="checkbox"/> Cooling <input type="checkbox"/> Ice Production/Packaging	<input type="checkbox"/> Food Service <input type="checkbox"/> Self Service <input type="checkbox"/> Demo Stations <input type="checkbox"/> Outdoor Cooking <input type="checkbox"/> Juicing <input type="checkbox"/> Beverage Refill Stations/Growlers	<input type="checkbox"/> Washing, Cutting, Preparing Produce <input type="checkbox"/> Bulk Foods <input type="checkbox"/> Catering <input type="checkbox"/> Online or Delivery Service <input type="checkbox"/> Wild Mushroom Sales <input type="checkbox"/> Fresh or Live Shellfish Sales



Activities that may require additional review: check all that apply	
<input type="checkbox"/> Curing	<input type="checkbox"/> Sprouting
<input type="checkbox"/> Smoking for preservation	<input type="checkbox"/> Fermentation
<input type="checkbox"/> Using food additives (e.g. acidification/vinegar)	<input type="checkbox"/> Other special processes that deviate from the Oregon Department of Agriculture (ODA) Retail Food Code
<input type="checkbox"/> Molluscan shellfish tank	<input type="checkbox"/> Time as a public control for potentially hazardous foods (time/ temperature control for safety food) used in place of temperature control.
<input type="checkbox"/> Reduced oxygen packaging (ROP)	<input type="checkbox"/> Food operations occurring during construction.

Applications require the following before review (attach with this application):
Plan review and equipment requirements are based on the menu, food preparation, and food packaging activities.
<input type="checkbox"/> Plans drawn to scale with all equipment included and clearly identified
<input type="checkbox"/> Proposed menu (food items served, prepared onsite, and food packaged onsite)
<input type="checkbox"/> Equipment specifications (as requested by the plan examiner)
<input type="checkbox"/> SOPs (as requested by the plan examiner)
<input type="checkbox"/> Labels provided for comment and review if packaging onsite (as requested by the plan examiner)
<input type="checkbox"/> Description of project summarizing the scope of work (attach as needed):

There are no fees for plan review. An inspector will be in contact with you regarding your submitted plan. Additional information may be requested. Once a plan review approval letter is issued construction may begin. You must contact the ODA food safety inspector indicated in the approval letter to set up an initial approval prior to operation of each remodeled area. After the initial approval inspection and once the license application and fee(s) have been submitted, you can open your facility as long as all other required approvals are in order. **REMEMBER: All required plumbing and building permits must be approved by the local jurisdiction before an initial approval inspection.** It is your responsibility to ensure that your food establishment is in compliance with county or municipal land use or zoning laws and ordinances.

Statement:

I acknowledge that I am submitting all the required information listed above. I understand that the failure to submit the required documents may result in the denial of my plan review application and any deviation from the previously approved plans may delay final approval.

Printed name: _____ Signature: _____ Date: _____

For additional information on plan review construction requirements, please visit: <https://oda.direct/FoodSafety>

Mail your plan review application to: Oregon Department of Agriculture, Food Safety Program
635 Capitol St NE, Salem, Oregon 97301